

Office of the Clerk
United States District Court
Northern District of California

CJA Unit
450 Golden Gate Ave., 16th Floor
San Francisco, CA 94102

CJA Ex Parte Travel Request and Order Information

APPROVAL MUST BE OBTAINED PRIOR TO TRAVEL

- Download and fill in the Travel Request and Order from the court's website www.cand.uscourts.gov under the CJA/Travel Information/Travel Request & Order/Attorney tab.
- Contact National Travel (NT) at 1-800-445-0668, 24/7, to reserve your airline ticket at the government rate. National Travel will give you the cost that you should fill in on the Travel Request and Order form under Airline Fare. *If National Travel is not used to obtain your airline ticket, reimbursement is limited to the authorized government rate.*
- You can also obtain car rental reservations through National Travel. They will give you the cost to fill in on the Travel Request and Order form under Rental Car/Daily Rate.
- To obtain the per diem rate for a certain destination for daily lodging and meals, please visit the website <http://www.gsa.gov/portal/category/21287>. Click on the map for your travel destination. (If neither the city nor the county is listed on the per diem listing, it is considered a standard CONUS destination and the daily per diem rate will be \$99.00.) The per diem rate should be filled in on the Travel Request and Order form under Per Diem Rate for Destination along with the number of days.
- Complete the Travel Request and Order form with all other information and fax it to the CJA Unit for processing to obtain approval. Our fax number is (415)522-4086.
OR
E-mail the completed Travel Request and Order to CJA@cand.uscourts.gov. This PDF form is best viewed with Acrobat 7. With the free Acrobat Reader you can view, search, and fill in the interactive form. With the purchase of Acrobat 8 Standard or Professional, you can also save the file.
- Once the Travel Request and Order has been approved, the CJA Unit will e-mail the order and additional information to the CJA Attorney. The CJA Unit will also e-mail the approved order to National Travel. Once you receive the approved order, you should promptly contact National Travel to finalize your travel arrangements.
- For foreign travel rates, contact the CJA Unit for assistance.